

COMPREHENSIVE SCHOOL REFORM DEMONSTRATION PROGRAM

APPLICATION PACKET



DIVISION OF FEDERAL PROGRAM RESOURCES

Application Packet Available:	November 5, 2001
New Projects Funding Period:	July 1, 2002-September 30, 2003
Application Submission Deadline:	March 1, 2002
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Comprehensive School Reform Demonstration Program

Kentucky Department of Education
Division of Federal Program Resources

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INSTRUCTIONS FOR COMPLETING CSRD APPLICATION

Instructions for Completing CSRD Application

Format

The entire application (without attachments, cover page, assurances, district support narrative and budget pages) is limited to a maximum of 15 typewritten pages, size 8 ½ by 11 paper, printed on one side, 1.5 spacing, 12 point font, and at least ½ inch margins. Number all pages of the application and staple the entire application with attachments. Please do not bind the application or place in a notebook. Any application failing to address a section (receiving a score of zero) will not be considered for funding.

Cover Page, Page 8 of this packet

The school principal, lead teacher or SBDM chairman should complete the school cover page. A contact person must be identified.

Local Education Agency Assurances, Pages 9-10 of this packet

Only **one** set of assurances must be signed by the superintendent to cover all schools that apply from the district. A copy of the *signed* assurances, *however*, should be included in each school's application packet.

District Support Narrative (15 possible points)

The district Title I Coordinator completes a narrative that describes the following bullets. The narrative is a *maximum of two pages* and should follow the LEA assurances pages in the application.

- a. the technical assistance provided by the district to the school in the preparation of this application (may include assistance on research of replicable models, analyzing school data, developing a comprehensive program that includes the nine CSRD components, reviewing and revising the consolidated plan, impact checks, etc.)
- b. the district's three-year plan to provide on-going support and technical assistance to the school (may include periodic meetings with the school staff, coordinating with the regional service center, ensuring substitutes for training, opportunities to visit other schools, etc.)
- c. how the district will evaluate the implementation of the CSRD program and on-going school improvement efforts (may include monitoring process, review of test data, walk through observations, parent and staff interviews, state evaluation process, etc.)

School Narrative Sections

Applicants must clearly address the following **Need for Reform** and **Program Description** sections in narrative form. Schools are encouraged to address the bulleted items and use information from the *Individual Reviewer Form, Process and Timeline for Developing a CSRD Program* and *Rubric for Selecting A Model for CSRD Program* when completing the CSRD application to ensure a quality application is submitted. School narratives should follow the district support narrative in the application.

Need for Reform Narrative (15 possible points)

Describe clearly the identified needs:

- non-cognitive data indicating contributing causes to low student achievement (i.e., poor attendance rate, high drop out rate, high retention rate, high percent of suspensions/expulsions/detentions)
- data analysis from the consolidated plan indicating causes and contributing factors to low student achievement and need for schoolwide reform
- alignment with the Standards and Indicators for School Improvement

Program Description School Narrative (total of 110 possible points for this section)

Describe clearly each of the items listed in each section.

a. Effective, Research-Based Methods

Describe the model to be included in the school's CSRD program. (20 points)

- identify the model and discuss how it addresses the school's identified needs
- discuss evidence of the nine CSRD components within this model
- explain how the model will help to integrate and employ innovative strategies and proven methods for student learning, teaching and school management
- identify the instrument(s) used to select the model; if the *Rubric for Selecting a Model for CSRD Program* was not used, describe the instrument(s) used

b. Comprehensive Design with Aligned Components

Describe the school's comprehensive reform program which includes instruction, assessment, classroom management and school management. (20 possible points)

- define the goals of the program which are directly related to the need for reform
- link these goals to the need for reform
- explain how the comprehensive reform program aligns the school's curriculum, technology, equity and the school's consolidated plan into a schoolwide reform plan designed to enable all students to meet challenging state content and performance standards

c. Professional Development

Describe the CSRD professional development plan that is required for implementation of the CSRD program. (10 possible points)

- identify timeline for professional development
- identify professional development strategies that are long-termed and intensive
- identify potential quality providers of professional development

d. Measurable Goals and Benchmarks

Discuss how the school will monitor goals and benchmarks to evaluate the implementation of the CSRD program. (10 possible points)

- identify benchmarks for meeting the goals
- specify frequency of monitoring
- discuss how monitoring information will be used for program modification

e. Support within School

Describe how 80% of the school's staff and SBDM council approval was obtained for adoption of the model and implementation of the CSRD program. (10 possible points)

f. Parental and Community Involvement

Describe parental and community involvement (10 possible points)

- describe how parents and community were involved in planning the CSRD program
- describe how parents and community will be involved in implementation of the CSRD program

g. External Technical Support

Describe external (outside the district) technical support and assistance. (10 possible points)

- discuss the school plan to use Highly Skilled Educator, regional service center consultants, external facilitators, site researchers, and/or higher education personnel
- discuss the school plan to use Kentucky Department of Education staff (may include conference call, problem shooting, questions and answers sessions)
- discuss the school plan to use model developer
- discuss the school plan to use other personnel who have experience or expertise in schoolwide reform and improvement

h. Evaluation Strategies

Describe the process the school will use to evaluate the comprehensive school reform program. (10 possible points)

- describe the process for using benchmark data
- describe the process for utilizing student test data
- describe local indicators designed for evaluating implementation of CSRD program

i. Coordination of Resources

Describe in a short narrative the use of funds indicated on the attached budget forms. (10 possible points)

- describe how the funds will be redirected and used to support the comprehensive school reform effort
- explain how this effort will be sustained when the CSRD program is no longer available

Budget, Pages 14-17 of this packet (10 possible points)

A school may use CSRD funds to support the costs associated with the **implementation** of the comprehensive reform program. However, CSRD funds must be coordinated with other resources in order to **sustain** the school's effort to help all children reach challenging academic standards.

Complete the budget chart provided (one for each grant year) and Year 1 MUNIS budget. Budget charts and MUNIS budget should follow the narrative sections of the application. **No administrative costs can be charged to the CSRD budget.**

Supporting Documents

- Include certification/letter from the model provider indicating the school has adopted that model and been accepted for professional development opportunities provided by the model developer.
- If the school used an instrument other than the *Rubric for Selecting a Model for CSRD Program* provided in the resource packet, include a copy of the instrument.
- Include pages, as appropriate, from the Consolidated Plan budget that support integration of funds related to the school's CSRD program.
- Include pages, as appropriate, from the Standards and Indicators for School Improvement report that support the need for reform.

Include Action Components, as appropriate, from the Consolidated Plan that support school's CSRD initiatives. **Do not submit the entire Consolidated Plan.**

APPLICATION CONTENTS

COMPREHENSIVE SCHOOL REFORM DEMONSTRATION PROGRAM

KENTUCKY DEPARTMENT OF EDUCATION
Division of Federal Program Resources

COVER PAGE

School Name:	Phone:
School Address:	Grade Span Housed In School:
School Contact Person:	

District Name:	Phone Number:
Title I Coordinator:	

FOR OFFICIAL USE ONLY

Region Service Center # _____
Rural _____ Urban _____
Signed Assurances _____ Yes _____ No _____
School represented at all technical assistance sessions. _____ Yes _____ No _____

Local Education Agency (LEA) ASSURANCES

I certify that, to the best of my knowledge, the information contained in this application is correct and complete; the local education agency named in this application is authorized to file this application for Comprehensive School Reform Development (CSRD) funds.

Assurance is given that:

- A. The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
- B. The control of funds and title to property acquired with program funds shall be in the school district and the school district will administer such funds and property to the extent required by the authorizing statutes.
- C. The LEA will adopt and use proper methods of administering the program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out the program; and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
- D. The LEA will cooperate in carrying out any evaluation of the program conducted by or for the State educational agency, the Secretary or other Federal officials.
- E. The LEA will use such fiscal control and fund accounting procedures (MUNIS) as will ensure proper disbursement of, and accounting for, Federal funds paid to the LEA under the program.
- F. The LEA will make reports to the State educational agency and the Secretary as may be necessary to enable such agency and the Secretary to perform their duties under each such program; and maintain such record, provided such information, and afford access to the records as the State educational agency or the Secretary may find necessary to carry out the State educational agency's or the Secretary's duties.
- G. Before the application was submitted, the LEA afforded a reasonable opportunity for public comment on the application and has considered such comment.
- H. The LEA agrees that funds provided under this program will supplement, not supplant, Federal, State, and local funds that local education agencies and schools would otherwise receive.
- I. The LEA will comply with the Debarment, Suspension, and other Responsibility matters regulation (34 CRF 85.110).
- J. The LEA with at least 80% of the eligible school staff and the school council support the implementation of the CSRD program.

K. The LEA guarantees that:

- No federal appropriated funds have been paid or are paid by or on behalf of the local school district, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with making of any federal grant, for entering any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or are paid to any person for influencing or attempting to influence an officer or employee of any agency in connection with the federal grant, the superintendent shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure;
- The superintendent shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.
- In order to provide consistent instructional leadership and ensure the success of a comprehensive school reform plan the district will not arbitrarily reassign the school principal during the course of the three year CSRD program implementation.

School District _____

Signature _____
Superintendent

Date

SCHOOL PLAN NARRATIVE

The district support narrative is limited to 2 pages and the school plan narrative is limited to 15 pages. The school plan should address each section below. Any application failing to address a section (receiving a score of zero) will not be considered for funding.

<p>District Support Narrative 2 pages maximum (15 possible points)</p>	<p>The district Title I Coordinator completes a narrative that describes the following bullets:</p> <ul style="list-style-type: none"> the technical assistance provided by the district to the school in the preparation of this application (may include assistance on research of replicable models, analyzing school data, developing a comprehensive program that includes the nine CSRD components, reviewing and revising the consolidated plan, impact checks, etc.) the district's three-year plan to provide on-going support and technical assistance to the school (may include periodic meetings with the school staff, coordinating with the regional service center, ensuring substitutes for training, opportunities to visit other schools, etc.) how the district will evaluate the implementation of the CSRD program and on-going school improvement efforts (may include monitoring process, review of test data, walk through observations, parent and staff interviews, state evaluation process, etc.)
<p>Need for Reform Narrative (15 possible points)</p>	<p>Describe clearly the identified needs:</p> <ul style="list-style-type: none"> non-cognitive data indicating contributing causes to low student achievement (i.e., poor attendance rate, high drop out rate, high retention rate, high percent of suspensions/expulsions/detentions) data analysis from the consolidated plan indicating causes and contributing factors to low student achievement and need for schoolwide reform alignment with the Standards and Indicators for School Improvement
<p><u>Program Description School Narrative (total of 110 possible points for this section)</u></p> <p><u>a. Effective, Research-Based Methods</u> <i>Describe the model to be included in the school's CSRD program.</i> <i>(20 points)</i></p>	<p>Describe clearly each of the items listed in each sections a-i.</p> <ul style="list-style-type: none"> identify the model and discuss how it addresses the school's identified needs discuss evidence of the nine CSRD components within this model explain how the model will help to integrate and employ innovative strategies and proven methods for student learning, teaching and school management identify the instrument(s) used to select the model; if the <i>Rubric for Selecting a Model for CSRD Program</i> was not used, describe the instrument(s) used

<p><u>b. Comprehensive Design with Aligned Components</u> Describe the school's comprehensive reform program which includes instruction, assessment, classroom management and school management. (20 possible points)</p> <p><u>c. Professional Development</u> Describe the CSRD professional development plan that is required for implementation of the CSRD program. (10 possible points)</p> <p><u>d. Measurable Goals and Benchmarks</u> Discuss how the school will monitor goals and benchmarks to evaluate the implementation of the CSRD program. (10 possible points)</p> <p><u>e. Support within School</u> Describe how 80% of the school's staff and SBDM council approval was obtained for adoption of the model and implementation of the CSRD program. (10 possible points)</p> <p><u>f. Parental and Community Involvement</u> Describe parental and community involvement (10 possible points)</p> <p><u>g. External Technical Support</u> Describe external (outside the district) technical support and assistance. (10 possible points)</p> <p><u>h. Evaluation Strategies</u> Describe the process the school will use to evaluate the comprehensive school reform program. (10 possible points)</p>	<ul style="list-style-type: none"> • define the goals of the program which are directly related to the need for reform • link these goals to the need for reform • explain how the comprehensive reform program aligns the school's curriculum, technology, equity and the school's consolidated plan into a schoolwide reform plan designed to enable all students to meet challenging state content and performance standards <ul style="list-style-type: none"> • identify timeline for professional development • identify professional development strategies that are long-termed and intensive • identify potential quality providers of professional development <ul style="list-style-type: none"> • identify benchmarks for meeting the goals • specify frequency of monitoring • discuss how monitoring information will be used for program modification <ul style="list-style-type: none"> • describe how parents and community were involved in planning the CSRD program • describe how parents and community will be involved in implementation of the CSRD program <ul style="list-style-type: none"> • discuss the school plan to use Highly Skilled Educator, regional service center consultants, external facilitators, site researchers, and/or higher education personnel • discuss the school plan to use Kentucky Department of Education staff (may include conference call, problem shooting, questions and answers sessions) • discuss the school plan to use model developer • discuss the school plan to use other personnel who have experience or expertise in schoolwide reform and improvement <ul style="list-style-type: none"> • describe the process for using benchmark data • describe the process for utilizing student test data • describe local indicators designed for evaluating implementation of CSRD program
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<p><u><i>i. Coordination of Resources</i></u> <i>Describe in a short narrative the use of funds indicated on the attached budget forms. (10 possible points)</i></p>	<ul style="list-style-type: none"> • describe how the funds will be redirected and used to support the comprehensive school reform effort • explain how this effort will be sustained when the CSRD program is no longer available
<p>Budget (10 possible points)</p>	<ul style="list-style-type: none"> • Complete the budget chart provided (one for each grant year) • Complete Year 1 MUNIS budget
<p>Supporting Documents (no points assigned)</p>	<ul style="list-style-type: none"> • Include certification/letter from the model provider indicating the school has adopted that model and been accepted for professional development opportunities provided by the model developer. • If the school used an instrument other than the <i>Rubric for Selecting a Model for CSRD Program</i> provided in the resources packet, include a copy of the instrument. • Include pages, as appropriate, from the Consolidated Plan budget that support integration of funds related to the school's CSRD program. • Include Action Components, as appropriate, from the Consolidated Plan that support school's CSRD initiatives. Do not submit the entire Consolidated Plan.

BUDGET

I. Total Estimated Funding:

Complete one budget page for implementation Year 1 [2002-03]

School Name: _____ District Name: _____

Category	Title I Funds Part A	Other Federal Programs (Title IC, II, IV, VI, etc.)	School-to-Work, Carl Perkins (if applicable)	Goals 2000	State Funds (identify)	Local Funds	Other Funds (identify)	Balance to be funded from the CSRSD Program	Narrative
a. Personnel									
b. Fringe Benefits									
c. Travel									
d. Equipment (\$5,000 or more per unit)									
e. Supplies/ Materials (under \$5,000 per unit)									
f. Contractual									
g. Other (explain)									
h. Grand Total									

Note: No administrative costs can be charged to CSRSD budget.

BUDGET

I. Total Estimated Funding:

Complete one budget page for implementation Year 2 [2003-04]*

School Name: _____ District Name: _____

Category	Title I Funds Part A	Other Federal Programs (Title IC, II, IV, VI, etc.)	School-to-Work, Carl Perkins (if applicable)	Goals 2000	State Funds (identify)	Local Funds	Other Funds (identify)	Balance to be funded from the CSRD Program	Narrative
a. Personnel									
b. Fringe Benefits									
c. Travel									
d. Equipment (\$5,000 or more per unit)									
e. Supplies/ Materials (under \$5,000 per unit)									
f. Contractual									
g. Other (explain)									
h. Grand Total									

*Depending on the availability of future Congressional appropriations, a school may receive CSRD support through its LEA for three years. An initial award to a district for a particular school will be renewable for two additional years as long as the school shows that it has made substantial progress toward meeting the objectives of its application.

Note: No administrative costs can be charged to CSRD budget.

BUDGET

I. Total Estimated Funding:
Complete one budget page for implementation Year 3 [2004-2005]*)

School Name: _____ District Name: _____

Category	Title I Funds Part A	Other Federal Programs (Title IC, II, IV, VI, etc.)	School-to-Work, Carl Perkins (if applicable)	Goals 2000	State Funds (identify)	Local Funds	Other Funds (identify)	Balance to be funded from the CSRD Program	Narrative
a. Personnel									
b. Fringe Benefits									
c. Travel									
d. Equipment (\$5,000 or more per unit)									
e. Supplies/ Materials (under \$5,000 per unit)									
f. Contractual									
g. Other (explain)									
h. Grand Total									

*Depending on the availability of future Congressional appropriations, a school may receive CSRD support through its LEA for three years. An initial award to a district for a particular school will be renewable for two additional years as long as the school shows that it has made substantial progress toward meeting the objectives of its application.

Note: No administrative costs can be charged to CSRD budget.

MUNIS CSRD 2002-03 (Year 1) BUDGET

DESCRIPTION	CODE	AMOUNT	TOTAL
110 Certified Permanent-Base salary for 185 contract days for employees requiring certification.	110		
111 Extended Day – Salary for days in excess of standard 185 contract days	111		
113 Stipends - LEA employees only - fringe benefits must be paid on LEA employee stipends and coded under the fringe benefit codes	113		
120 Certified Substitutes	120		
TOTAL OF 100's			
211 Employer Group Insurance – Life	211		
212 Health	212		
213 Liability	213		
214 Dental	214		
221 FICA Contribution	221		
222 Medicare Contribution	222		
231 KY Teachers Retirement System	231		
251 Unemployment Insurance – State	251		
253 KSBA Unemployment Insurance	253		
260 Workmen's Compensation	260		
TOTAL OF 200's			
320 Educational Consultant – Non LEA Employee-Trainer, speaker, evaluator.	320		
TOTAL OF 300's			
580 Travel-Expenditures for transportation, meals, hotel, and other expenses associated with staff travel for the school district. Per diem payments, in lieu of reimbursements for room and board, are also charged here.	580		
TOTAL OF 500's			
610 General Supplies – All supplies (consumed in use) other than those not listed below, including freight and cartage.	610		
630 Food – Expenditures for food used in the school food service program only. Snacks used in after school and in-service are charged here.	630		
640 Books and Periodicals (Audio/Visuals under \$5000 per unit) Expenditures for books, textbooks, magazine/newspaper subscriptions, software, audiovisuals. The cost of workbooks, textbook binding or repairs, as well as textbooks which are purchased to be resold or rented and the costs of binding or repairing library books are coded here.	640		
670 Student Activities – Expenditures for student activities such as fees, registrations and awards.	670		
TOTAL OF 600's			
734 Computers and Related (\$5000 or more per unit) Software is coded 640	734		
735 Other Instructional Equipment (\$5000 or more per unit) TV's, VCR's, etc.	735		
TOTAL OF 700's			
892 Open House/Orientation/Parent Meetings – Includes food for meetings.	892		
894 Instructional Field Trips	894		
TOTAL 800's			
GRAND TOTAL			\$